

SALES PROJECT POTENTIAL

The Sales Project Potential is a form designed to account for the income (actual and projected) from sales projects conducted by student activity programs. The purpose is to provide information to sponsors and administrators of the various projects and whether they are functioning in accordance with adopted board policies.

Organization _____

Proposed Sales Project _____

Company name and Address _____

1. Quantity to be Ordered _____

2. Cost Per Item _____

3. Proposed Sale Price Per Item _____

Requested by:

Approved by:

Sponsor Signature Date

Principal/Bldg. Administrator Date

Superintendent Date

Please submit a requisition with this form for any costs associated with this project.

This section to be completed when project is finished.

4. Number of Items Purchased _____ X Cost per Item \$ _____ = \$ _____

5. Less items return _____ X Cost per Item \$ _____ = \$ _____

6. Total to Be Accounted For: _____ X Sale price Per Item _____ =
\$ _____

7. Number of Items Sold _____ X Sale Price Per Item _____ =
\$ _____

8. Total deposits (should be same as #7) \$ _____

If there is a difference in the dollar amount in items 6, 7, & 8, please explain on reverse side.

Sponsor Signature Date

Principal or Bldg. Administrator Date

Superintendent Date

Received by Treasurer Date